

<b>18.4 Intake and Orientation at a Youth Development Center</b>	
<b>Application:</b> To All Department of Children's Services Youth Development Center Employees.	
<b>Authority:</b> TCA 37-5-105 (3), 37-5-106	<b>Standards:</b> <b>PREA:</b> 115.341; <b>COA:</b> PA JJR 1.01, 1.02, 1.03, 1.04, 1.05, 1.06
<b>Commissioner:</b>	<b>Date:</b>
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<b>Glossary:</b> None	

### Policy Statement:

All youth entering a Youth Development Center (YDC) shall be properly identified and received. No youth shall be accepted into a YDC without appropriate court documents authorizing legal and physical custody.

### Purpose:

To provide guidelines for the intake and orientation of youth placed at a YDC.

### Procedures:

#### A. Preadmission Procedures

1. The Classification Residential Case Manager (CRCM), or designee, leads the intake process.
2. Staff will not accept a youth under the age of thirteen (13) for placement at a YDC without written approval of the Commissioner of Department of Children's Services or designee.
3. The CRCM or Treatment Manager, as applicable, reviews the Commitment Order for completeness and accuracy. If there is a question regarding the validity of the Commitment Order, the Superintendent and Director of Residential Operations are notified at once. A YDC will **not** refuse to accept the youth unless directed to do so by the Superintendent or the Director of Residential Operations.
4. Once a youth is accepted for placement at a YDC, the Case Manager reviewing the packet completes form **CS-1055, Youth Development Center Notice of Youth Reception**. The completed form is sent to YDC departments to notify staff of the

youth's impending arrival. The form is sent to the following departments: Security, Clinic, Treatment, Education, Administration, Food Service, Fiscal, Volunteer Services, Chaplain, the Psychologist and the Superintendent.

5. When the youth arrives at a YDC, he goes through an intake and orientation process within twenty-four (24) hours of arrival. Intake and Orientation is a shared responsibility of the various departments at a YDC.

## B. The Youth's First 24 Hours at the Facility

The following activities are completed when a youth enters the facility:

1. Form **CS-1054, Youth Development Center Intake Checklist** accompanies the youth through the initial intake process. Staff indicates the date and initials the form in the areas they cover with the youth.
2. After explaining the search procedures a search is conducted. A Youth Service Officer (YSO) of the same gender conducts a search of the youth and the clothing he is wearing upon arrival. The procedures in DCS Policy [31.4 Search Procedures](#), (see section A.2.d. and e) are followed regarding allowable types of searches.
3. The YSO adds the youth to the in-house count.
4. The Residential Case Manager (RCM), or designee, completes form **CS-0060, Facility Face Sheet** and takes a photograph of the youth to attach to the form.
5. The Property Officer, or designee, issues clean facility clothing and personal hygiene articles to the youth upon his arrival. The clothing worn into the facility is collected, washed and stored per DCS Policy [18.5, Control of Youth Personal Property in a Youth Development Center](#).
6. The YSO or Clinic allows the youth to shower and attend to personal hygiene needs.
7. The RCM, or designee, notifies the nurse on duty of the youth's arrival so that a medical and dental exam, can be completed;
8. The RCM, or designee, familiarizes youth with fire and emergency evacuation procedures and documents this training on form **CS-0176, Orientation Checklist for Youth in a Youth Development Center**.
9. The RCM, or designee, allows the youth to call his family to notify them he is at the facility. The call is documented on form **CS-0327, Youth Telephone Log and in TFACTS** case recordings.
10. Within twenty-four (24) hours, the Property Officer or designee, inventories and searches personal property the youth has brought with him to the facility. See DCS Policy [18.5, Control of Youth Personal Property in a Youth Development Center](#) for specific procedures.
11. The RCM, or designee, completes form **CS-0946, Prison Rape Elimination Act (PREA) Risk Assessment**.

12. The Treatment Manager or Shift Leader assigns the youth to a housing unit in accordance with DCS Policy [18.8, Zero-Tolerance Standards and Guidelines for Sexual Abuse, Sexual Harassment, Assault or Rape Incidents and Prison Rape Elimination Act \(PREA\)](#).
13. The RCM reads and explains form **CS-0939, Youth Acknowledgement and Notification of PREA** to the youth and obtains the youth's signature.
14. Form **CS-1104, Columbia Suicide Severity Rating Scale**, is completed by nursing staff and reviewed by the designated mental health professional within forty-eight (48) hours.
15. The RCM, or designee, reviews and explains zero-tolerance information and how to report incidents or suspicions of sexual abuse or sexual harassment.

### C. Orientation

1. Within the first (7) seven days of a youth's arrival, the CRCM establishes the approved visitor's list and:
  - a) Meets with the youth to obtain a list of immediate family members to include parents, siblings, grandparents, half-siblings, step-parents, spouse, child of the youth, biological mother of the child, foster parents and legal guardian of youth; and
  - b) Records the list on form **CS-0111, Approved Contact List** and forwards it to the Juvenile Service Worker (JSW) for approval.
2. The original completed **CS-0111, Approved Contact List** form is placed in the youth's master file and a copy is maintained in the Central Operations Center (COC). Any changes to the approved visitation list is initialed by the youth's assigned RCM.
3. The RCM conducts the orientation process with the youth. See Protocol: [Orientation at a Youth Development Center](#) and the [Manual for YDC Residential Case Managers](#) for specific details.
4. If a youth speaks a language other than English or is disabled (including, for example, residents who are deaf or hard of hearing, those who are blind or have low vision, or those who have intellectual, psychiatric, or speech disabilities), the RCM contacts the DCS contracted interpreter services or a special education teacher to assist the youth in understanding the material. The assistance would include, at a minimum, the teacher or interpreter reading and reviewing the PREA and Grievance portions of the [Youth Handbook For a Tennessee Youth Development Center](#) and form **CS-0939, Youth Acknowledgement and Notification of PREA** to ensure the youth understand their rights to be safe as it relates to PREA. The RCM notifies the Director of Treatment if a youth is disabled or speaks a language other than English. If a youth cannot read, the RCM reads the material to the youth and then explains and makes sure he understands before signing intake documents. The person who

reads the PREA information to the ESL/disabled youth signs the bottom of the form as well.

#### **D. Parent Packet of Information**

1. The RCM inform parents about the facility processes and procedures. See the Engaging Families Section in the [\*Manual for YDC Residential Case Managers\*](#), for all communication requirements with parents.
2. The RCM notifies youth and parents how to contact the Executive Director and the Deputy Commissioner of Juvenile Justice.
3. The following information is included in the parent packet (CS-1090, Parent Packet for Wilder Youth Development Center) and is mailed to the parent/legal guardian:
  - ◆ CS-1046, Notification of Restrictive Behavior Management
  - ◆ Parent Letter
  - ◆ Visitation Information
  - ◆ CS-0746, Meeting Notification
  - ◆ CS-0939, Youth Acknowledgement and Notification of PREA
  - ◆ ***Wilder Point and Level System Manual***
  - ◆ [\*Youth Handbook for a Tennessee Youth Development Center\*](#)
  - ◆ Tennessee Department of Education Contact Information
  - ◆ Directions to Facility

#### **E. Documentation**

All forms completed during this process are routed and placed in the youth's case file.

##### **Forms:**

[\*CS-0060, Facility Face Sheet\*](#)

[\*CS-0327, Youth Telephone Log\*](#)

[\*CS-0746, Meeting Notification\*](#)

[\*CS-0111, Approved Contact List\*](#)

[\*CS-1055, Youth Development Center Notice of Youth Reception\*](#)

[\*CS-1054, Youth Development Center Intake Checklist\*](#)

[\*CS-0176, Orientation Checklist for Youth in a Youth Development Center\*](#)

[\*CS-0946 Prison Rape Elimination Act \(PREA\) Risk Assessment\*](#)

[\*CS-0939, Youth Acknowledgement and Notification of Prison Rape Elimination Act \(PREA\)\*](#)

[\*CS-1046, Notification of Restrictive Behavior Management\*](#)

[\*CS-1090, Parent Packet for Wilder YDC\*](#)

[\*CS-1104, Columbia Suicide Severity Rating Scale\*](#)

**Collateral Documents:**

[\*31.4, Search Procedures\*](#)

[\*18.5, Control of Youth Personal Property in a Youth Development Center\*](#)

[\*18.8, Zero-Tolerance Standards and Guidelines for Sexual Abuse, Sexual Harassment, Assault or Rape Incidents and Prison Rape Elimination Act \(PREA\)\*](#)

[\*Protocol: Orientation at a Youth Development Center\*](#)

[\*Manual for Youth Development Center Residential Case Managers\*](#)

[\*Youth Handbook For a Tennessee Youth Development Center\*](#)